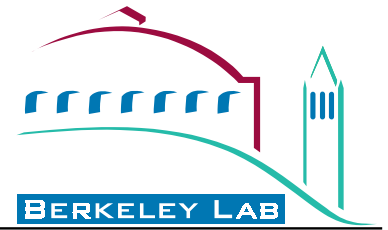
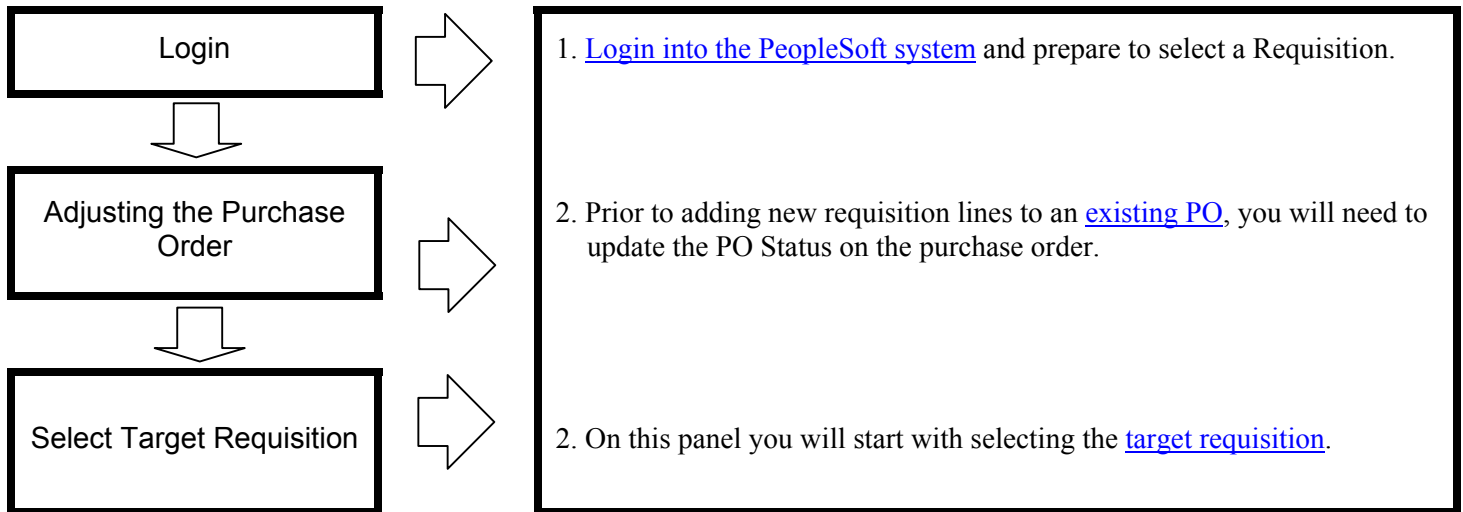


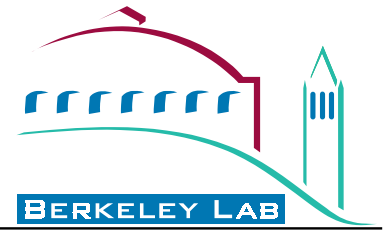
# How do I attach a new requisition to an old purchase order?



When a buyer is required to attach a newly created requisition line from ePro8 to an old purchase order or one that has been converted from Oracle.



# How do I attach a new requisition to an old purchase order?



## Step 1: Login

- Launch the PeopleSoft Signon from the Novel Application launcher.
  - Connection type “Oracle” (Defaulted)
  - Database Name “FMSPRD” (Defaulted)
  - Enter your login name. (UPPERCASE only)
  - Password is your login name (lowercase only)
- Click “OK”

PeopleSoft Signon

PEOPLE  
Soft

PeopleTools 7.62  
Copyright (c) 1988-1999 PeopleSoft, Inc.  
All rights reserved.

Enter Signon Information Below:

Connection Type: Oracle

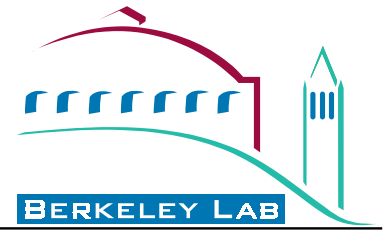
Database Name: FMSPRD

Operator ID: JPSPEROS

Password:


OK Set Password... Cancel

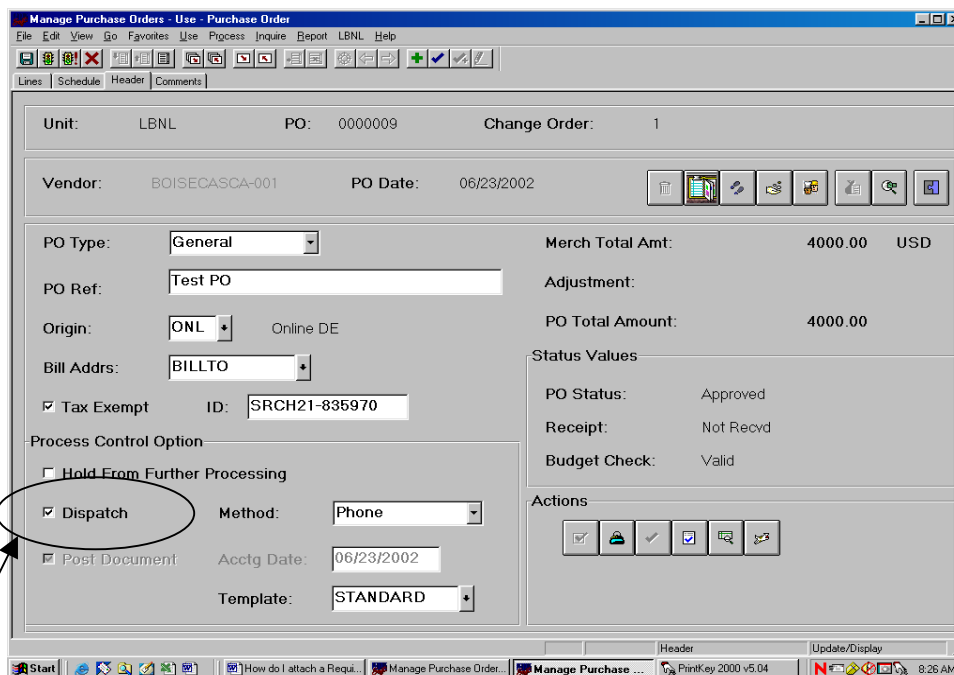
# How do I attach a new requisition to an old purchase order?




## Step 2: Adjusting the Purchase Order for additional lines

When adding additional lines from a requisition onto a previously built purchase order, the first thing that must happen is that the purchase order must be changed from “Dispatched” to “Approved”.


From the PO Workbench, select the appropriate purchase order and click on “Update”. Access the header tab and click on the “Header Change Order” button , with this action you will change the PO Status from Dispatched to **Approved**.



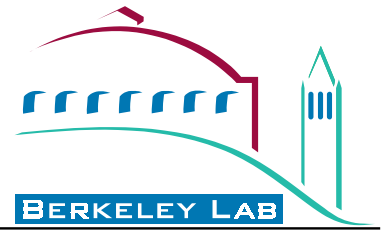
After the change in status, uncheck the dispatch checkbox to disable this until you’ve completed the purchase order. After you’ve attached the new requisition and completed the purchase order, you will have to check this box for it to be dispatched.

Click the Save  button to complete this action.

Once the PO is in the approved status, you will be able to access the order on the Requisition Selection Sourcing panel.

A second option is going to the “Lines Panel” for a specific purchase order line and accessing the “Line Detail” sub-panel. Once there, you can click on the “Create Line Change”  icon, which will also drop the PO Status into the approved status.

# How do I attach a new requisition to an old purchase order?

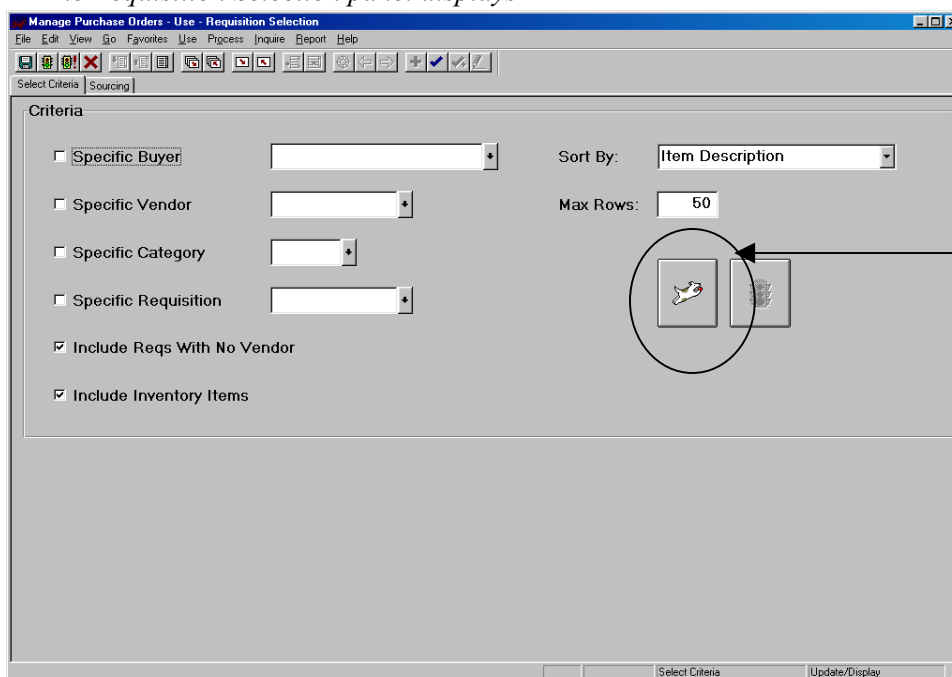


## Step 3: Selecting the Target Requisition

From the Requisition Selection panel, you can select the requisition that will be sourced to the specific requisitions. You can use a variety of selection criteria to select the Requisitions to choose from.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Use
- ⇒ Requisition Selection
- ⇒ Select Criteria

*The Requisition Selection panel displays*



Fetch button or  
“Sparky”

Click on the following check boxes:

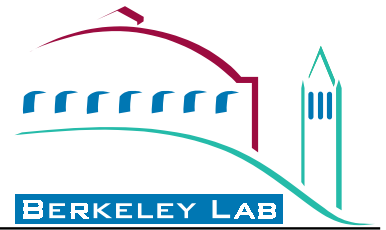
- Specific Buyer

Select your name from the buyer’s list in the drop-down values.



Once completed click on the **Fetch** button.

# How do I attach a new requisition to an old purchase order?



Manage Purchase Orders - Use - Requisition Selection

File Edit View Go Favorites Use Process Inquire Report Help

Select Criteria Sourcing

Sourcing Options

PO Itm Vnd: No Edit Required

☐ All Lines From Req ☒ Define PO ☒ Check Item Available 1 to 1 of 1

Vendor	ShortName	PO UOM	PO Qty	Item	Long Descr	Requisi ID	Re Lin	UO	Quantity	Open Amount
<input type="checkbox"/>		EA	5.00		TEST PO	00000000	1	EA	5.0	2500.00

Sourcing Update/Display

- Add or change the vendor to the same vendor that is on the purchase order.
- Once the vendor has been selected click on the selection box.
- After you've activated the "Selection Box", click on the "Staging Icon".

Manage Purchase Orders - Use - Requisition Selection

File Edit View Go Favorites Use Process Inquire Report Help

Select Criteria Sourcing

Sourcing Options

PO Itm Vnd: No Edit Required

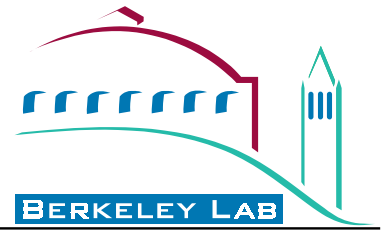
☐ All Lines From Req ☒ Define PO ☒ Check Item Available 1 to 1 of 1

Vendor	ShortName	PO UOM	PO Qty	Item	Long Descr	Requisi ID	Re Lin	UO	Quantity	Open Amount
<input checked="" type="checkbox"/>	00000000 GODZILLA-0	EA	5.00		TEST PO	00000000	1	EA	5.0	2500.00

Sourcing Update/Display

Go to Staging Icon

# How do I attach a new requisition to an old purchase order?



*The Staging Panel will be displayed.*

Lin	PO Qty	Amount	Pct	Locatio	GL Unit	Accou	Fund	DeptID	MAR	B +R	Bdgt Pd	Affilia	Proc
1		2500.	100	937	LBNL	614010							Proc

To attach this requisition to the purchase order, click on the “User Assign ID” check box.

In the Purchase Order field below “User Assign ID”, click on the drop-down box and select the destination purchase order.

Click **Save** .

Once the panel is saved, the selected requisition will be sent to a purchasing table where it will be picked up during the purchase order build process. During the POBuild process, the requisition will be attached to the purchase order selected.